



**DEPARTMENT OF PLANNING, ENGINEERING AND BUILDING
FINAL SUBDIVISION PLAT CHECKLIST (May 2005)**

Please use this checklist to make sure that your subdivision application to the City of Madison is complete. Please fill in the form in its entirety, putting checkmarks by each completed item.

This form must be completed and turned in with your application to the Planning Commission. *We will not* accept your application without it.

If any item on this checklist is omitted, your application may be removed from the Planning Commission's agenda, as provided in Section 4-3-3 of the City of Madison Subdivision Regulations. However, if you omit an item intentionally because it does not apply to your particular subdivision, please attach a complete explanation justifying the omission.

For a complete explanation of each item, please see the City's Subdivision Regulation document, which can be found on line at:

<http://www.ci.madison.al.us/docs/Subdivision%20Regulations%201-11-5%20.pdf>

General Information.

Development
Name_____

Development
Type_____

Zoning_____

Acres_____

Lots_____

Smallest lot size_____

Linear feet in streets_____

Waiver(s)
requested_____

☐ Certification Fee - \$50.00 per lot Paid_____

☐ Sign Fee - \$85.00 x number of signs Paid_____

☐ Six copies of drawings

☐ Digital submittal *.pdf and AutoCAD format.vc

☐ Notarized Public Hearing Form

☐ Closure tape

Final plat.

☐ Name of subdivision, north point, scale, and location.

☐ The relation of the land so platted to the Government Survey. The “point of beginning” as referred to in the written description shall be so indicated.

Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, block line, and minimum building setback lines whether straight or curved. This shall include the radius, central angle, point of tangency, tangent distance, and arcs and chords.

☐ The names and locations of adjoining subdivisions and streets, with reference to recorded plats by record name.

☐ The exact position of the permanent monuments shall be indicated on the plat by a small circle “o”.

☐ Streets and alleys, rights-of-way, and street names.

☐ Rights-of-way or easements, including location, widths, and purposes.

☐ Lot lines and lot and block numbers.

☐ Minimum building setback lines. In the instance of double frontage lots, and direction the building fronts shall be clearly indicated.

☐ Parks, school sites, or other public open spaces, if any.

☐ All dimensions should be to the nearest one-hundredth (1/100) of a foot and angles within plus or minus five (5) seconds.

☐ Minimum finished floor elevations for all lots intended for sale to the public, such that the principal structure on the lot is protected from first-floor flooding during the 100-year, type II storm.

☐ The following endorsements, dedications, and certificates shall be placed on the

☐ Final Plat (See Appendix for sample certificates): Registered Surveyor's Certificate and Description of Land Platted.

☐ Dedication.

☐ A notary's Acknowledgement of the Dedication Certificates referred to in "b".

☐ A Certificate of Approval by Huntsville Utilities or other applicable authority.
(signature not required at initial)

☐ A Certificate of Approval by the Water and Wastewater Board or other applicable authority. **(signature not required at initial)**

☐ A Certificate of Approval by the North Alabama Gas District. **(signature not required at initial)**

☐ A Certificate of Approval by the City Engineer of the City of Madison. **(signature not required at initial)**

☐ A Certificate of Approval by the Planning Commission of the City of Madison.

☐ A Certificate of Approval by applicable County Health Department if septic tanks and/or wells are necessary for development.

☐ Any restrictions and/or special notations as may be required by other sections of these regulations, i.e., DNL Zone Contours

Performance bonds for improvements and sidewalks must be submitted within 30 days of approval or the approval will be void and resubmittal will be required

Engineering Plan. At the time of Final Plat approval, if applicable, the applicant shall also submit an engineering plan, or "as built" plan, giving details of construction and locations of the improvements which have been installed. The primary purpose of the engineering plan is to provide the City with a record of the location, size, and design of underground utilities for the City's use in the course of maintaining such improvements. If the installation of improvements is completed under an improvement guarantee, the engineering plan shall be submitted to the City upon request of release of the improvement guarantee by the applicant.

I hereby certify that all of the above information has been submitted for review by City staff, except as indicated. I have listed all information which was not submitted, if any, and reasons therefore on a separate sheet.

Engineer/Surveyor

Engineering/Surveying Firm

Date